

## ABOUT MONO COUNTY

**Wild** by nature, Mono County is a destination that is full of adventure. Set on the eastern slopes of California's Sierra Nevada Mountain Range, Mono County is a rare environment of natural contrasts: soaring granite peaks & spacious desert vistas, quiet lakes & bubbling hot springs, cold mountain streams, winter snows & sunny summer skies, rolling sagebrush hills & vibrant wildflower meadows.



Photo: © Greg Newbry

Best of all, this natural playground is matched with a complete range of amenities & activities making it an ideal place to get away from it all. Enjoy an array of fine shops, restaurants & cafes, snowboard or bike down mountain trails, fish for trout, relax in a soothing hot spring, or paddle a kayak along the shore of an ancient inland sea.

The Town of Mammoth Lakes is the most populated area of Mono County & offers fine schools, shopping, dining, & recreation.

The County Seat is located in picturesque Bridgeport. The northern areas of the county include Topaz, Coleville & Walker, which offer a more quiet & rural way of life, with shopping in near by Gardnerville & Carson City, Nevada.

The southern areas of the county include Crowley Lake, Benton and Chalfant, June Lake, Lee Vining and Mono City.

Rat Race? Graveyard Shift? Commuting got you down? Looking for a lifestyle change with a great quality of life? Mono County's Probation Office has a job for you. Mono County is a sparsely populated rural county that offers a great quality of life & recreational opportunities for the outdoor enthusiast. Ski Mammoth, fish the Sierra, enjoy working where you vacation.

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**BENEFITS:** *Mono County provides generous benefits, CalPERS retirement, medical, dental, vision & deferred compensation with County contributions.*

### TO APPLY

Application materials may be received & returned to:

**County of Mono, CAO/HR**  
**P.O. Box 696, Bridgeport, CA 93517**  
**Telephone: (760) 932-5412**  
**Fax: (760) 932-5411**  
**hr@mono.ca.gov**

**Faxed and emailed applications will be accepted only if the original application is postmarked by the final filing date. Incomplete applications will not be considered.**

**SPECIAL NOTE:** *The provisions of this job bulletin do not constitute an expressed or implied contract. The County of Mono reserves the right to make necessary modifications to the recruitment plan. The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Any questions or comments about the need for accommodation should be directed to HR.*

## COUNTY OF MONO



## INVITES APPLICATIONS FOR

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### Fiscal & Technical Specialist IV

**Probation Office**

**Bridgeport, CA**

### FINAL FILING DATE:

**12/3/2012**

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**SALARY \$3,910 – \$4,753**

*Equal Employment Opportunity Employer*

## THE POSITION

Under general supervision, to perform a variety of the more complex, specialized account, statistical, document processing, and technical record keeping and support work; to serve as primary program support for a major program area, to review fiscal records, or specialized documents and information, assisting the public and/or other County staff with accuracy and completeness of the information;

Typical tasks include, but are not limited to:

- Acts as Administrative Assistant to the Chief Probation Officer
- Provides administrative support to all employees in department
- Provides IT support as part of case flow management to the Deputy Probation Officers by entering cases, file set up and tracking
- Receptionist to all incoming traffic in Bridgeport office
- Transcribes reports for deputy probation officers and Chief Probation Officer
- Executes criminal background inquiries
- Issues hearing notices
- Issues subpoenas for juvenile traffic hearings, coordinates and plans traffic hearings
- Prepares monthly probation lists
- Prepares and/or runs statistical reports
- Oversees timesheets
- Acts as department fiscal technician for purchasing and record keeping
- Develops and maintains financial and specialized program records such as grants
- Utilizes Probation department computer database program (Automated Case Management)
- Operates office equipment and oversees contracts for equipment
- Balances cash received, verifies receipts and prepares deposits.

Ability to:

- Perform a wide scope of specialized technical program, services, or fiscal support for an assigned County program or service area, serving as primary support person.

## QUALIFICATIONS

Ability to:

- Perform a wide scope of specialized technical program, services, or fiscal support for an assigned County program or service area, serving as primary support person.
- To work in a very demanding environment with multiple priorities.
- Perform a variety of the most complex specialized financial, statistical support, or document processing and recording work related to the department and work unit where assigned.
- Perform lead worker and work coordination responsibilities, as assigned.
- Proficiently use a variety of computerized spreadsheet, word processing, and data base software.
- Read, interpret, and apply a variety of rules, regulations, and policies related to functions and services of the Probation area.
- Accurately maintain and update a variety of records and information systems.
- Gather, organize, and summarize data and information.
- Make mathematical calculations quickly and accurately.
- Type or use word processing software at an acceptable speed to meet production requirements.
- Operate a computer and use department software in the performance of assigned work.
- Operate and use office equipment.
- Deal tactfully and courteously with the public and other staff when explaining the functions, requirements, and policies of the work area where assigned.
- Regularly work well under pressure, meeting multiple and sometimes conflicting deadlines.
- Constantly demonstrate cooperative behavior with colleagues, supervisors, and customers/clients.

Knowledge of:

- Comprehensive knowledge of financial and statistical record keeping, document acceptance and processing requirements, and information system maintenance related to the department and work unit where assigned.

- In-depth understanding of the policies, laws, rules, and regulations impacting the operations, transactions, and functions of the Department, work unit, and special program/service area where assigned.
- Rules of Court, California Law and the Penal Code.
- Good public relations techniques.
- Maintenance of files and information retrieval systems.
- Computers and software used in office, fiscal, and administrative support work.
- Modern office methods and procedures.
- Correct English usage, spelling, grammar, and punctuation.
- Mathematics.

**Training and Experience:** Any combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Two (2) years of work experience in performance financial, statistical, information technology, or document processing and recording work at a level comparable to Fiscal and Technical Specialist III with Mono County.

**Physical Requirements & Working Conditions:**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment: computer, telephone, calculator and FAX.

## THE EXAM PROCESS

The exam process will consist of a review and competitive evaluation of the required knowledge and abilities as demonstrated on the application. Those successful in this evaluation will be invited to an oral interview with County management staff.

**For a complete job description and application, contact the County Administrative Office at 760.932.5412.** Applications received by November 26 will be considered. E-mailed or faxed applications will be accepted provided the application with the original signatures is postmarked by December 3, 2012.

Current county employees applying for this position will be given every consideration.

Candidates not chosen for this position may be placed on an eligibility list for other open Fiscal & Technical Specialist positions within the County.